DOE Numbered Memorandum RM 06-01 Announcing the Issuance of General Records Schedule (GRS) Transmittal No 15.

Subject: FW: NWM 27.2005 Announcing the issuance of General Records Schedule (GRS) Transmittal No. 15.

The National Archives and Records Administration has issued a change to the General Records Schedule 23, "Records Common to Most Offices". The changes were in Section 7, "Transitory Files". The change provides additional examples of Transitory Records and provides a disposition of "Destroy immediately, or when no longer needed for reference, or under a predetermined schedule or business rule" ... .

This change has been incorporated into the DOE Administrative Schedules, replacing the previous disposition, which was (generally) "Destroy when 3 months old". This new disposition will simplify the handling of these records and prevent double handling of the records in most cases. The revised Administrative Schedule 23 will be posted to the CIO Records Management Web pages for use soon. A copy is also attached to this e-mail.

Jay Blewett for Sharon Evelin

Sent: Thursday, September 22, 2005 3:49 PM
To: Evelin, Sharon
Subject: NWM 27.2005 Announcing the issuance of General Records Schedule (GRS) Transmittal No. 15.

September 22, 2005

NWM 27.2005

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Announcing the issuance of General Records Schedule (GRS) Transmittal No. 15.

GRS Transmittal 15 provides revisions to General Records Schedule (GRS) 23, Item 7, Transitory Records. NARA revised this item in the GRS to explicitly include very short-term temporary e-mail messages. This transmittal is available on our web site at: http://www.archives.gov/records-mgmt/ardor/grs-trs15.html. GRS 23 and other General Records Schedules are available on our web site at: http://www.archives.gov/records-mgmt/ardor/records-schedules.html.

Please review this transmittal for instructions on distribution requirements and guidance for actions necessary if you have a NARA-approved schedule for the same series or system of records. If you have any questions, please contact the Life Cycle Management Division archivist assigned to work with your agency. A list of the appraisal and scheduling work groups is posted on the NARA web site at: http://www.archives.gov/records-mgmt/appraisal/index.html.

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Director
Modem Records Programs